



# CHILD PROTECTION POLICY

| Safeguarding students |   |
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| PERSON RESPONSIBLE    | SHIBINI MADATHIL PARAMBIL                                 |
| REVIEW DATE           | APRIL 2025  |
| REVIEWED BY           | SHIBINI MADATHIL PARAMBIL                                 |
| APPROVED DATE         | 01 MAY 2025   |
| APPROVED BY           | SLT   |
| DATE OF NEXT REVIEW   | APRIL 2026  |
| RELATED POLICIES      | ANTI-BULLYING POLICY, BEHAVIOR POLICY & DISCIPLINE POLICY |

Child protection means safeguarding children from harm. Harm includes violence, abuse, exploitation and neglect. When our child is in school, the school is responsible for keeping them safe from harm and abuse. The school should create a safe learning environment, identify pupils who are suffering or at risk of harm and take suitable action. The school also train staff in child protection for the better functioning of the committee.

The health, safety and well - being of all our children are of paramount importance to all the adult who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school. Protecting children is everyone's responsibility at our school and this includes reporting any act committed by a parent, guardian or any other any person to a child enrolled in the school which in neglect, physical or emotional injury or sexual harm. All staffs have a duty and will report any suspected or disclosed issues of child protection to the Child Protection Officer (CPO) / Child Protection Team. If the threat is immediate or on - going it will be reported to the appropriate local safeguarding authority as set in place by the UAE.

- Providing a safe environment for children to learn in school.
- Identifying children who are suffering from various problems and taking appropriate actions for providing safe environment in school.
- Identifying and reporting any suspected cases of abuse.

## AIMS AND OBJECTIVES:

This policy ensures that all staff in our school can follow the necessary procedure with regard to a child protection:

- To raise awareness and identify responsibility in reporting possible cases of abuse.
- To ensure effective communication between all staff when dealing with child protection issues.
- To inform all parties of the correct procedures to use in the case of a child protection issues.

## PURPOSE

Safeguarding of children and young people from harm is the highest priority here at AAES. Our students have a right to feel safe and protected from significant physical and emotional harm both inside and outside of school. This policy is a crucial part of promoting the welfare of our students; it also is designed to inform our staff regarding the signs of child abuse and to equip them with the knowledge on what to do in the event of suspected abuse.

## SCHOOL COMMITMENT

- a) The school is committed to safeguarding and promoting the welfare of all of its pupils.
- b) Each pupil's welfare & safety is our paramount importance.
- c) School has a statutory and moral duty to ensure that it functions with a view to safe guarding and promoting the welfare of children.
- d) Prevention by providing a safe environment for children to learn with robust policies, procedures, positive school atmosphere, teaching and pastoral support for students.
- e) Protection by identifying children who are suffering from neglect, physical injury, sexual abuse or emotional abuse.
- f) Support by taking appropriate actions to see that such children are safe.

## RESPONSIBILITIES

There is a named person(s) in our school who is the CPO. All members of the school staff have a responsibility to identify and report suspected abuse and to ensure the safety and wellbeing of the students in the school. In doing so, they should seek advice and support as necessary from the CPO.

- a) Raising awareness.
- b) Overseeing the referral of cases of suspected abuse or allegations.
- c) Providing advice and support to other staff on issues relating to child protection.
- d) Maintaining a proper record of any referrals & complaints.
- e) Informing the parents and children about the school's child protection policy.
- f) Ensuring that staff receives basic training in child protection policy.

### Role of Child Protection Members:

- a) Implement the child protection policy and procedures.
- b) Encourage good practice by promoting and championing the child protection policy and procedures.
- c) Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- d) Regularly report to the Management/Committee/Board.
- e) Raise awareness of the Code of Conduct for working with children to parents/guardian, adults and children.
- f) Challenge behavior which breaches the Code of Conduct.
- g) Keep abreast of developments in the field of child protection by liaising with the Child Protection Officer, attending relevant trainings or events.
- h) Organize appropriate training for all adults working/volunteering with children in the school.
- i) Establish and maintain contact with local statutory agencies including the police and social services.
- j) Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- k) Maintain confidential records of reported cases and actions taken.
- l) Where required liaise with the Child Protection Officer and/or statutory agencies and ensure they have access to all necessary information



## ROLE OF SECTION HEADS

- a) Raising awareness.
- b) Reporting to the staff with lead responsibility.
- c) Will know how to make an appropriate referral.
- d) Providing advice and support to other staff on issues relating to child protection.
- e) To be available to listen to children about their issue and problems.
- f) To deal with individual cases, coordinate with parents and concerned teachers.
- g) Assist school management in dealing with the issue.

## ROLE OF TEACHERS

- a) To be available to listen to children about their issue and problems patiently.
- b) Listen to and take note of what the pupil says seriously.
- c) Be supportive & give realistic encouragement.
- d) Explain that why you will need to involve other people.
- e) Allow pupil to speak freely without fear.
- f) Make written record of what is said by the pupil or parents.
- g) Report to supervisor immediately with written report.
- h) Follow the school internal channels of communication in relation to child protection.
- i) Do not react emotionally and do not interrupt or stop a pupil during a disclosure.

## PROCEDURES

When a child reports abuse, the teacher will inform the Child Protection Officer(CPO) within 48 hours. The teacher should also inform CPO as soon as possible if there is reasonable cause to believe that abuse is occurring. The CPO will take initial steps to gather information regarding the reported incident. At this stage he/she will:

Interview staff members as necessary and document information relative to the case. Consult with school personnel to review the child's history in the school. The CPO will then form a school-based response team to address the report. The response team may include the school doctor, nurse, counsellor, teacher, and other individuals as the CPO sees fit. In all cases, follow up activities will be conducted in a manner that ensures that information is documented factually.

And that strict confidentiality is maintained. Based on acquired information, a plan of action will be developed to assist the child and family. Actions that may take place are:

- Discussions between the child and the CPO in order to gain more information.
- In-class observations of the child by the teacher, counsellor, or administrator.
- Meetings with the family to present the school's concern.
- Referral of the student and family to external professional counselling.

Subsequent to a substantiated case of child abuse or neglect, the following actions may take place:

- The CPO will maintain contact with the child and family to provide support and guidance as appropriate.
- The CPO will provide the child's teachers with ongoing support, and provide strategies for the teacher to use.
- The CPO will maintain contact with outside therapists, in order to update the therapist about the progress of the child in school, and to keep the school informed about the progress of the therapy.
- The School Principal refers the case to local authorities for further action.

#### REPORTING AND DEALING WITH ALLEGATIONS OR ABUSE AGAINST MEMBERS OF STAFF

- a) The procedures apply to all staff (Teachers, Administrators, Management, support staff, drivers, conductors and volunteers).
- b) A member of staff who receives an allegation about another member should follow the guidelines for dealing with disclosures.
- c) The allegation should be reported to the principal and the staff with lead responsibility.
- d) Written details of the allegation are to be made and signed & dated and submitted to the principal.
- e) Principal or the staff with lead responsibility should make an internal assessment of the allegation.
- f) The initial assessment should be on the basis of the information received.

g) If the allegation represents inappropriate behavior or poor practice by the member of staff and is neither potentially a crime nor a cause of significant harm, then it will be dealt with school disciplinary procedure.

h) If the allegations are found true appropriate actions will be taken in line with school disciplinary procedure.

## ENQUIRIES AND INVESTIGATION

Child protection enquiries by the police are not to be confused with internal, disciplinary enquiries by the school. The school may be able to use the outcome of external agency enquiries as part of its own procedures.

- a) The school will hold its own internal enquiries while the formal police or social services investigation proceeds; to do otherwise may prejudice.
- b) During the investigation by external agencies, the principal (or designated person) will be involved and the school will give every assistance. He/she will ensure that appropriate confidentiality is maintained in connection with enquiries in the interest of staff about whom the allegation is made.
- c) Parents of the child making the allegation have to be informed about the like process involved.
- d) The member of staff against whom the allegation was made should be informed about the investigation and likely process involved
- e) Principal shall keep a written record of the action taken in connection with the allegations.

## SCHOOL TRANSPORTATION SAFETY PROCEDURE

### A) EMBARKING THE BUS

- When students board the bus from the pick-up points, younger students must be permitted to board first.
- Do not let the child board the bus until it comes to a complete halt and the stop arm of the bus is opened out.
- Parents are not permitted to board the bus for any reason. A complaint, if any, should be lodged at the school with the Administration department.
- While in school, when students embark the bus for field trips or outings, buses will remain stationary until all students are on board.
- There will be no movement of buses when students are walking around the campus.



## **B) SAFETY WHILE TRAVELLING ON THE BUS**

In order to ensure safety while the child is travelling in the school bus, all the students are expected to be seated in the places assigned by conductor on the bus.

- The students have to use the safety belt provided.
- Students must not walk when the bus is moving.
- Playing in the bus is not permitted.
- In order to ensure student safety in case of an injury on the bus, first aid kits have been made available on all buses.
- If the injury is of a nature that needs medical attention, the conductor will inform the Administration department who in turn will inform the principal before the student is transferred to the nearest hospital.
- If there is an inordinate delay in route (more than 20 minutes) to a destination due to a traffic jam, conductors must inform the school Admin& parents.

## **C) DISEMBARKING THE BUS**

- Students and staff who are disembarking from the vehicle must not get up until the bus has come to a complete halt.
- Students in the front seats must move out first followed by students who are seated at the back.
- Conductors should assist younger children with their trolley bags when they are disembarking.
- Respective class teachers.
- When all the students have disembarked, the conductor and driver of the bus should carry out a physical check of their respective buses to ensure that no child has been accidentally left behind in the bus.

## **D) MOVEMENT OF STUDENTS TO AND FROM THE BUS**

- On arrival once students have disembarked, they should be guided to their classes.
- During dispersal, teachers of Grades must present in the class and follow the dispersal order.
- The conductor of each bus must be present near the door to help students board the bus.
- The Administration department and supervisors of all sections must be present to ensure that dispersal is a smooth affair.



## IDENTITY CARDS

All students must wear the identity card issued by the school. If the card is lost a new one will be issued on payment.

## EXIT PASSES

If a student has to leave the school accompanied by a parent, he/she must have exit pass issued by reception. Exit passes will be issued to parents/ guardians who are taking the children home after the verification. Students will not be allowed to leave the school with unauthorized persons.

## MANNING OF GATES

All gates are manned by ancillary staff on duty and all gates are kept locked when students are on the campus except the front gate where watchman will be always present.

## OWN TRANSPORT STUDENT

- Students who use their own transport to come to school are supervised by Staff from 7.15 am onwards.
- On dispersal, students are assembled in a OT area till 2.45 pm and are monitored by a dedicated staff.

## FIELD TRIPS

- All students will bring the acknowledgement slips signed by their parents permitting them to go on the field trip.
- A head count of the students boarding the bus must be made at the venue before the bus return to the school. At all times teachers must be accountable for the students in their care.
- If an accident or injury occurs during the field trip the following procedure to be followed.
- If the injury is minor first aid must be administered at site. The matter must be reported immediately to the Supervisor, concerned parent & clinic when return of school.
- If the injury needs immediate medical attention, send for an ambulance. In such case inform the Principal and the Administration. Then call the supervisor and the parent of the child.

## OTHER SAFETY ISSUES

### A) SHARP IMPLEMENTS IN CLASSES:

- Scissors that are used during the craft period should be locked and out of reach of children when not in use.
- Younger students are to use plastic scissors with blunt edges and those must be stored under lock and key.

- Compasses and dividers should not be used for play and teachers must remain vigilant at all times.
- Students are not allowed to bring any objects from home which is not requested by the concerned teacher.

### **B) SAFETY IN CLASSROOMS:**

All the doors and windows in class rooms are child friendly with stoppers and rubber beadings and without automatic locks.

### **C) PARENTS' ACCESS TO CLASSROOMS**

- Parents are not permitted to proceed to the classrooms to meet teachers when a class is in session. All meetings are through prior appointment when the teacher is free to meet the parent.
- Parents are required permission to meet with the Section Head / Teacher.
- Teachers are not to talk to parents when a class is in session. This jeopardizes the safety of the students in the class when teachers are engaged in conversations.

### **FIRST AID/CLINIC**

If an injury or serious illness occurs, the teacher should immediately notify the school Nurse and the Supervisor. In addition, Principal should also be informed immediately and Supervisor / Nurse should inform the parents about the injury. The teacher of the class or subject teacher must escort the pupils to the clinic case of a serious injury while ensuring that her class has been left under control. The school nurse will be responsible for administering the first aid. A physician and/or emergency medical service will be called in case of serious illness or injuries. If it becomes necessary to release a child from school because of illness or injury, a form must be signed by the parents. No child who is ill or injured should be sent home alone. A student accident report must be maintained for those students who may require a doctor visit.

### **FIRE DRILLS AND EVACUATION PROCEDURE**

This procedure is designed to reduce the number of potential fire incidents in schools. All staff members should be familiar with the school alarm system and should know the location of nearest exit route and assembly point. Always take school fire drills seriously and evacuate the students when the alarm sounds. Be familiar with the location of the fire alarm and the extinguisher. Evacuation drills are held to familiarize the staff and the students with the

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signals, evacuation routes and the exits so that in case of fire there are no hesitations or confusion in evacuating the students. Students should be informed about the fire drill in advance and all staff and students should participate in the fire drill. Students at break or not in classroom should know which teacher to report or where to assemble so that they can be accounted.

## PROCEDURE DURING THE CLASS TIME

Students exit class and walk in a single file to a pre-assigned point (shown in the evacuation map). All teachers should know where the evacuation point for their class well in advance.

Students shall walk briskly without talking, laughing or breaking from the ranks. Students should be evacuated from the building by designated routes to the assembly area. Students should remain orderly and silent until an all-clear signal is given and when an all-clear signal is given the students should return to their respective classes in an orderly manner. Students shall not loiter in the halls. The teacher must remain in the class until all children are out and then check if all students are out of the class. Close doors to hall and follow the class outside. The attendance register should be with the teacher.

The issue of child abuse will not be ignored by anyone who works in our school, and we know that some forms of child abuse are also a criminal offence. We ensure that the recommended child protection procedures are followed with empathy and professionalism.